



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

October 20, 2006, Sacramento, California

	MEMBER	DEPARTMENT	REPRESENTING	P	A	Term Limits (YR)
1.	Boomgaarden, Marc	Yuba City FD	League of California Cities	X		2
2.	Childress, Dennis	Orange County FA	SoCal Training Officers Assoc	X		2
3.	Coffman, Dan	CSU Los Angeles	SoCal Fire Tech Directors	X		1
4.	Coleman, Ron		Chair	X		
5.	Cone, Rob	CDF/Butte County FD	NorCal Training Officers Assoc	X		1
6.	Foster, Ed	Carpinteria-Summerland FD	CSFA		X	1
7.	Jennings, Mary	CFFJAC	CFFJAC	X		2
8.	Larkin, Keith	CDF	CDF		X	1
9.	Martin, Bruce	Freemont FD	Cal Fire Chiefs Assoc.	X		2
10.	Rooney, Hal	Santa Clara County FD	FDAC	X		1
11.	Schoonover, Dave	San Jose FD	Metro Chiefs		X	2
12.	Senior, David	Allan Hancock College	NorCal Fire Tech Directors	X		2
13.	Thomas, Rich	Newport Beach FD	CPF	X		2
14.	Tingley, Russell	Hermosa Beach FD	League of California Cities		X	1
15.	Wagner, Ken	Roseville FD	CFCA and Vice-chair	X		1
16.	Zagaris, Kim	OES	OES	X		1
17.	Vacant	CDF	CDF Academy			2

	ALTERNATE	DEPARTMENT	REPRESENTING	P	A
1.	Hurley, Charley	OES	OES		X
2.	Myers, Ron		League of CA Fire Chiefs	X	
3.	Rayon, Howard		CSFA		X
4.	Romer, Mark	Roseville FD	NorCal Training Officers Assoc	X	
5.	Stornetta, Anthony	Santa Barbara County FD	SoCal Training Officers Assoc		X

	STAFF	UNIT	POSITION		
1.	Aulisio, Michelle	State Fire Training	Mgt Services Technician		
2.	Hamilton, Alicia	State Fire Training	Training Specialist		
3.	Richwine, Mike	State Fire Training	Chief		
4.	Slaughter, Rodney	State Fire Training	Deputy State Fire Marshal		

	GUEST	DEPARTMENT	REPRESENTING		
1.	McCoy, Marcus	Humbolt FD	Humbolt Fire Dept.		
2.	Sager, Bill		SFM		
3.	Scott, Kevin				
4.	Simmons, Demond		City of Oakland		

I. Call to Order

The meeting was called to order at 9:05am by Chair Ron Coleman.

II. Introductions and Welcome

Chair welcomed members and guests. Self-introductions were made and a quorum established.

III. Approval of Agenda

Not addressed.

IV. Approval of Minutes

Issue: Approval of the August 18, 2006 meeting minutes.
MOTION: D. Coffman moved to accept. M. Boomgaarden second.
Action: The motion carried unanimously.

V. Strategic Planning

1. SFT Strategic Plan Draft Version 2.0

Issue: Review of State Fire Training Strategic Plan 2.0

Discussion: B. Sager: Discussed the Strategic Plan Version 2.0 and asked for any feedback, and approval and support for this document. Cal Chiefs is funding the Strategic Plan for the State Fire Marshal. Only 4 represented groups (Cal Poly, Cal Chiefs, Orange County Fire, & So. Cal Fire Tech. Directors) provided comments/feedback by the September 20, 2006 deadline. Without feedback the Strategic Plan will be perceived as being supported as it stands. Discussed needed additions such as an updated flow chart in the appendices, adding an annotated version of the appendices, adding letters of support, and pagination. Cal Chiefs have consensus background material available and it was never intended to make proceedings out of the material. But this document is the sum total of the raw materials. See John Malmquist for these background materials.

D. Coffman: The previous outline was impossible to follow. Need to know the relationship between the players and the stakeholders. We support the FSHE model, and level testing support with quality oversight and being held accountable with comprehensive exams. Of the 5 goals some were subordinate to a larger issue rather than a singular goal. We think the document should be limited to the five goals in order to carry out the goals. Quality assurance requires strong oversight that lay with State Fire Training but there needs to be a trust connection with the delivery agencies. Need two categories for Technology Delivery System: Presentation and Data Base Record Management.

2. Strategic Plan Feedback from STEAC members organizations

Issue: **Perspectives in need of review.**

Discussion: An updated version of the flow chart (complete delivery system nationally and internationally) needs to be included in the appendices. STEAC's responsibilities are spelled out within the Blueprint 20-20.

D. Coffman: Regarding regional academies the State Fire Marshal will do audits, respond to written complaints, accreditation reviews and this should be identified as a goal. Concerns with raising fees and better use of SFM personnel. Regarding timelines – level testing could be beta tested rather than waiting two to five years.

D. Senior: We suggest that since this is a strategic plan and not an action plan we should identify alternate funding sources rather than raising fees.

R. Coleman: A glossary paper could be used as an appendix. (Handout provided)

B. Sager: Would like endorsement from STEAC to move forward with this strategic plan as it stands now to move to the executive level and support of the plan so that the State Fire Marshal knows STEAC stands behind it.

R. Thomas: The process and timeframe of the Blueprint 20-20 is a concern. CPF couldn't endorse without further discussion of the changes/additions to the strategic plan.

R. Coleman: Cal Chiefs has funded this document for the State Fire Marshal with the intent of affecting the delivery system, but all STEAC members are here representing components of the delivery system. This is a perception of the relationship of this document.

M. Boomgaarden: The League of California Cities support this strategic plan and are encouraged by the issue of distanced learning.

MOTION: R. Cone moved that we accept in concept Blueprint 20-20 pending consideration of changes recommended by STEAC by November 20, 2006, and an e-mail vote by December 1, 2006.

Action: Motion carried unanimously with a 13 hand vote. Those not present were E. Foster, K. Larkin, D. Schoonover, R. Tingley.

3. State Board of Fire Services Review

Issue: **Process Issue**

Discussion: The State Board of Fire Services will reconvene.

Action Item Follow-Up

1. Volunteer Career Development Guide (VCDG)

Issue: Volunteer career training.

Discussion: R. Coleman: 100 departments have less than 10% volunteer training. CSFA has been communicating with Mike Williams.

M. Richwine: CSFA requested a workgroup be formed to research sources of funding for training.

2. SFT Report and Work Plan Progress Update

Issue: Ongoing agenda items for STEAC

Discussion: M. Richwine: Timelines were revised and we are continuing to work within them.

Ongoing Issues

1. Workgroup Revision and Review Meeting Update

Issue: Workgroup revision meeting 10/15/06.

Discussion: R. Slaughter: (Handout provided) City College of San Francisco, San Pasqual, Lake Tahoe, and San Diego County are all interested in becoming accredited academies.

Action: R. Coleman will send out map electronically to all STEAC members.

Action: R. Slaughter will put a final draft on the next agenda for adoption and will attach a clean copy without editing marks.

2. Level 1 Online Committee Update

Issue: Workgroup formed.

Discussion: D. Senior: The workgroup sent out questionnaires for Level 1 for online and classroom classes. They received approximately 35 responses against these classes being taught online. (Not dictating that State Fire Marshal rewrite the curriculum)

M. Richwine: We have received grant approval for the Chief Officer career development guide.

Old Issues

1. Training Discussion with the State of Nevada - Follow-Up

Issue: **Discussion with Nevada.**

Discussion: R. Coleman: As a result of discussions with Nevada, Arizona now wants to join. Arizona has the finest training center in Glendale AZ. Which will be operational September 2007. Also, people are leaving California to go to Oregon for training.

D. Coffman: Would like Oregon to also be included.

New Issues

1. Status of Training for Code Adoption

Issue: **Code adoption process in California.**

Discussion: K. Scott: New adoption won't be issued until January 2008.

2. SFT Training Fees

Issue: **Insufficient training resources to meet statutory mandates.**

Discussion: M. Richwine: Issue paper distributed regarding restructuring fees, registration fee increase in FSTEP from five to twenty dollars. A five dollar increase in certification fees will help with quality assurance, and curriculum etc.. If fee increase is approved we would like it to be effective July 1, 2007.

D. Coffman: Discussed the need for cause and effect relationship and possible alternatives to raising fees and hiring additional staff.

R. Cone: Training Officers Assoc. are in support of the fee increases.

C. Knapp: CSFA is in support of the fee increases as long as the manuals remain in place.

VI. Education Resources Roundtable

1. Bachelors Degree at San Luis Obispo

Issue: **Revisit and feedback for integration.**

Discussion: R. Coleman: Proposal for a capstone exam to prepare for a national exam. (A stepping stone approach)

2. Leadership and Ethics Level 1 & 2

Issue: **Potential integration of classes into curriculum.**

Discussion: R. Coleman: (Four Handouts) 1. Ethics and the Challenge of Leadership, 2. Organizational Leadership, 3. Developing a Personal Philosophy of

Leadership, and 4. Leading Others. The intent/purpose of the course outlines (from the Public Safety Leadership and Ethics Program) is to integrate these classes into the curriculum. Were asking for feedback as to how we can compensate integration of these courses.

3. Management 2 Meeting Results

Issue: *Recognition of delivery system.*

Discussion: R. Coleman: (Handout: Fire Management 2A) 3 methods of delivery options available. We have departments only interested in getting employees certified without recognition of whether they receive community college credit for the course, community colleges are giving the class but must comply with Carnegie Unit criteria, and universities that would like to do the same thing but must comply with specific academic requirements. We've created a different perspective on a Level 2 training. We've built the bridge to the AA and BA program with this format. This is the direction we are going in with all 5 of the level 2 classes. The next to be produced will probably be Financial Management, Human Resources and Strategic Planning. If successful with the 4 classes then we'll no longer have a Management 2E, instead we'll have a capstone class which will prepare student for the comprehensive exam and certification. Moving towards using OTS (Off the shelf) textbooks, exams, and the final quiz will be run by the instructor and at the end of Fire Management 2 a comprehensive exam for the certification process. The capstone class is a stepping stone approach so far.

VII. Certification

1. Recommendations of Changes to Fire Instructor III Policy for Certification

Issue: *Instructors trying to qualify for certification without being departments training officer.*

Discussion: D. Childress: We would like to change the policy guide in that it does not require Instructor II and III to be the designated training officer in the fire dept.

Alicia Hamilton: Instructor II does not have the training officer requirement for experience. The Instructor III, does require that the applicant be a training officer. The requirement of being a training officer rather than training instructor was changed in the policy and procedures, effective September 1, 1993. The requirement has since been changed (approx. 1 year ago) from the to a department training officer to go along with the departments that do have multiple training officers.

M. Jennings: Suggestion to push back this discussion until new Certification Training Standards (CTS) have been changed.

VIII. Roundtable

Childress, Dennis: Health and Safety Guidelines for Firefighter Training produced by the University of Maryland. www.mfri.org/fireresearch The phone number is (301) 226-9909.

Coleman, Ron: We will recognize Rob Cone's service and Marc Romer as his replacement at the next STEAC meeting.

IX. Future Meeting Date

January 19, 2007

Office of the State Fire Marshal
1131 S Street
Sacramento, CA 95814

XIII. Adjournment

Meeting adjourned at 2:30pm.